

Open House/Operating Session Checklist

60 Days out

- Supply information to organizer (If appropriate)
 - Address
 - Easiest directions
 - Parking instructions
 - Layout description and scale
 - ADA accessible (are stairs involved)
 - Hours of operation

30 Days out

- Verify that all information is correct
(Online and in printed handouts)
- First operating/continuous running session test
Mark and repair all issues with track and rolling stock
Only use your most reliable equipment

14 Days out

- Check volume level on all locomotives to be used
(Set levels no louder than to be heard 6 feet away)
- Pick up and put up
- Start cleaning the wheels on engines **and** rolling stock
- Set your scene (you don't have to have scenery everywhere;
just applying a base color can make a big difference in the look of your layout)
- Draft a one page information page about your railroad highlighting the history, special features or certain aspects of interest
- Line up some experienced friends to help with the open house/operating session.
These friends can help answer questions, assist operators, monitor and protect your layout and address any show time problems.

- Do you have signs or crossbucks to help visitors find you easier?
- Second operating/continuous running session test
 - Mark and repair all issues with track and rolling stock
 - Only use your most reliable equipment

2 Days out

- Notify your neighbors of your event and let them know that it might be crowded on the street during certain hours. (Invite them to see your layout)
- Pick up and put up
- Hang your drape and touch up your facia
- Test building and other special lighting
- Test any special effects
- Make the layout look as finished as possible
- Set out your registration book
- Are you planning to serve refreshments? (Cookies, beverage, etc.)
- Clean your track
- Dust (Room and layout)
- Print handouts/Switch lists

Day before the show

- Clean your house; eliminate pet odors (You might have gotten used to the smell)

Day of the open house/operating session

- Put out signs
- Refresh restroom
- Set out refreshments
- Have everything in place 1 hour ahead of scheduled arrivals
 - (Guests **WILL** arrive early!)
- Make signs for inside of house directing guests to the layout and restroom
- Have a host welcoming guests at the door and inviting them in. (This person should also check that visitors are not blocking neighbor's driveways as they park.)

- Have a location for coats, umbrellas and/or bags close to the door
- Caution guests regarding hanging camera straps during photography

Be Aware: Accept the fact that something will get broken on your layout.